



# Memo

**TO:** Chief Administrative Officer  
**FROM:** Director of Finance  
**DATE:** June 23, 2023  
**SUBJECT:** Statement of Financial Information for 2022

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The Financial Information Act requires that the Town of Lake Cowichan submit the following to the Ministry of Community, Sport and Cultural Development by June 30 each year:

- One copy of the audited financial statements
- Statement of Financial Information Approval
- Management's Responsibility for Financial Reporting
- Schedule of Debts
- Schedule of Guarantee and Indemnity Agreements
- Schedule of Remuneration and Expenses
- Schedule of Severance Agreements
- Schedule of Suppliers of Good and Services
- Financial Information Reporting Checklist

The documents listed above are attached for approval by Council resolution.

Ronnie Gill, CPA, CGA



**TOWN OF LAKE COWICHAN**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**(Audited)**  
**DECEMBER 31, 2022**

**Town of Lake Cowichan**  
**Consolidated Financial Statements**  
**For the Year Ended December 31, 2022**

Independent Auditor's Report

**Consolidated Financial Statements**

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To the Mayor and Council of the Town of Lake Cowichan:

## Opinion

We have audited the consolidated financial statements of the Town of Lake Cowichan (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations and accumulated surplus, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2022, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

## Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 25, 2023

**MNP** LLP

Chartered Professional Accountants

**Town of Lake Cowichan**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>FINANCIAL ASSETS</b>		
Cash and short-term deposits (Note 2)	\$ 17,961,979	\$ 16,269,986
Accounts receivable (Note 3)	864,423	579,441
Redeemable Tax Sale Properties	-	28,123
	18,826,402	16,877,550
<b>FINANCIAL LIABILITIES</b>		
Accounts payable (Note 4)	781,409	364,872
Wages payable	35,113	42,142
Future payroll obligations (Note 5)	401,628	385,680
Deferred revenues and deposits (Note 6)	733,584	688,374
Community works fund (Note 7)	1,281,046	2,498,243
Restricted Revenues (Note 8)	2,206,570	2,010,077
Tax Sale Deposits	-	10,000
Municipal Finance Authority Loans (Note 9)	165,452	336,438
	5,604,802	6,335,826
<b>NET FINANCIAL ASSETS</b>	<b>13,221,600</b>	<b>10,541,724</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory	65,121	77,280
Prepaid items	133,889	123,279
Tangible capital assets (Note 10)	34,269,011	33,043,864
	34,468,021	33,244,423
<b>ACCUMULATED SURPLUS (Note 11)</b>	<b>47,689,621</b>	<b>43,786,147</b>
Commitments and Contingencies (Note 12)		

See accompanying notes to the Consolidated Financial Statements



Ronnie Gill, CPA, CGA  
 Director of Finance

**Town of Lake Cowichan**  
**Consolidated Statement of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2022**

	Budget 2022 (Note 14)	2022	2021
<b>REVENUES</b>			
Taxation and grants-in-lieu of taxes (Schedule I)	\$ 2,454,980	\$ 2,458,317	\$ 2,345,099
Government grants and transfers (Schedule II)	511,900	640,822	510,937
Grants and Other (Schedule II)	1,799,870	1,843,659	140,146
Sales of services (Schedule III)	3,661,500	4,368,257	3,669,052
Return on investments	17,000	261,699	19,914
Contribution from Developers	-	-	5,297
Contributed tangible capital assets	-	-	1,285,062
Gain (loss) on disposal of tangible capital assets	-	-	(8,367)
	<u>8,445,250</u>	<u>9,572,754</u>	<u>7,967,140</u>
<b>EXPENSES</b>			
General government services	694,800	750,805	852,770
Protective services	612,600	976,723	956,091
Public Works - transportation	535,000	661,699	702,364
Garbage and Recycling Services	431,000	412,771	410,766
Parks and Recreational Services (Schedule IV)	897,900	1,118,406	1,028,085
Sewer services	498,000	555,573	585,739
Water services	906,400	1,193,303	1,116,946
	<u>4,575,700</u>	<u>5,669,280</u>	<u>5,652,761</u>
<b>SURPLUS FOR THE YEAR</b>	<u>3,869,550</u>	<u>3,903,474</u>	<u>2,314,379</u>
<b>ACCUMULATED SURPLUS</b>			
Beginning of year	43,786,147	43,786,147	41,471,768
<b>ACCUMULATED SURPLUS, end of year</b>	<u>47,655,697</u>	<u>47,689,621</u>	<u>43,786,147</u>

See accompanying notes to the Consolidated Financial Statements

**Town of Lake Cowichan**  
**Consolidated Statement of Cash Flows**  
**For the Year Ended December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>OPERATIONS</b>		
Surplus for the year	\$ 3,903,474	\$ 2,314,379
Non-cash charges to operations		
Amortization	1,272,407	1,213,466
Contributed tangible capital assets	-	(1,285,062)
Loss on disposal of tangible capital assets	-	8,367
<b>Cash from Operations</b>	<b>5,175,881</b>	<b>2,251,150</b>
<b>CHANGE IN WORKING CAPITAL BALANCES</b>		
Accounts receivable	(284,982)	116,556
Inventory	12,159	(17,123)
Prepaid items	(10,610)	(29,568)
Redeemable Tax Sale Properties	28,123	(28,123)
Accounts payable	416,537	92,977
Wages payable	(7,029)	5,488
Future payroll obligations	15,948	25,602
Deferred revenue	45,210	212,987
Community works fund	(1,217,197)	394,277
Restricted Revenues	196,493	251,546
Tax sale deposits	(10,000)	10,000
<b>Cash provided by operating transactions</b>	<b>4,360,533</b>	<b>3,285,769</b>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(2,497,554)	(1,103,668)
Proceeds on disposal of tangible capital assets	-	49,999
	<b>(2,497,554)</b>	<b>(1,053,669)</b>
<b>FINANCING</b>		
Municipal Finance Authority loan payments	(170,986)	(190,192)
<b>NET CHANGE IN CASH AND SHORT TERM DEPOSITS</b>	<b>1,691,993</b>	<b>2,041,908</b>
<b>CASH AND SHORT TERM DEPOSITS, beginning of year</b>	<b>16,269,986</b>	<b>14,228,078</b>
<b>CASH AND SHORT TERM DEPOSITS, end of year</b>	<b>17,961,979</b>	<b>16,269,986</b>
<b>Cash and short term deposits:</b>		
Cash	\$ 279,139	\$ 230,296
Short term deposits	17,682,840	16,039,690
	<b>17,961,979</b>	<b>16,269,986</b>

Interest paid during the year amounted to \$9,049 (2021 - \$7,280).  
See accompanying notes to the Consolidated Financial Statements

**Town of Lake Cowichan**  
**Consolidated Statement of Changes in Net Financial Assets**  
**For the Year Ended December 31, 2022**

	<b>Budget 2022 (Note 14)</b>	<b>2022</b>	<b>2021</b>
<b>SURPLUS FOR THE YEAR</b>	\$ 3,869,550	\$ 3,903,474	\$ 2,314,379
Amortization of tangible capital assets	-	1,272,407	1,213,466
Change in inventories and prepaid expenses	-	1,549	(46,691)
Disposal of tangible capital assets	-	-	58,366
Acquisition of tangible capital assets	(4,827,000)	(2,497,554)	(2,388,730)
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(957,450)	2,679,876	1,150,790
NET FINANCIAL ASSETS, beginning of year	10,541,724	10,541,724	9,390,934
<b>NET FINANCIAL ASSETS, end of year</b>	<u>9,584,274</u>	<u>13,221,600</u>	<u>10,541,724</u>

See accompanying notes to the Consolidated Financial Statements

## Town of Lake Cowichan

### Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2022

The Town of Lake Cowichan was incorporated under the provisions of the British Columbia Municipal Act in 1944. Its principal activities are the provision of local government services to the Town, as governed by the Community Charter and the Local Government Act.

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis for these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

#### 1. Significant Accounting Policies

The consolidated financial statements are prepared by management in accordance with Public Sector Accounting Standards, as recommended by the CPA Canada Public Sector Accounting Board. The following is a summary of the Town's significant policies:

##### a) Basis of Presentation

The consolidated financial statements reflect the assets, liabilities, reserves, surpluses or deficits, revenues and expenses and financial position of the Town. These consolidated financial statements include the operations of the General, Water, Sewer, Capital and Reserve Funds.

##### b) Basis of Accounting

###### Revenue Recognition

Revenue is recorded on the accrual basis and is recorded in the period in which the transaction or event occurred that gave rise to the revenue. Expenses are recorded in the period the goods and services are acquired and a liability is incurred.

Property tax and parcel taxes are recognized in the year levied. User fees including water, sewer and garbage are recognized as revenue in the period to which they relate or when the commodity or service has been received by the user.

Receipts that are restricted by legislation or by an agreement with external parties are recorded as deferred revenues until the qualifying expenses are incurred, at which time revenue is recognized.

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Town recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized when received.

## Town of Lake Cowichan

### Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2022

#### 1. Significant Accounting Policies (continued)

Interest and penalties are recognized when earned. Allocations of interest are made to the reserve funds.

##### Short-term deposits

Short-term deposits are held with the Municipal Finance Authority in the Money Market fund and are carried at cost, which approximates market value.

##### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for us in the provision of services. They have useful lives extending beyond the current year and are not included for sale in the ordinary course of business.

##### Inventory

Inventory is valued at the lower of cost and net realizable value, determined on a first-in-first-out basis.

##### Tangible Capital Assets

Tangible capital assets are recorded at cost in the year of acquisition or construction. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

<u>Tangible Capital Asset</u>	<u>Useful Life - Years</u>
Land improvements	15 to 25
Buildings	20 to 50
Equipment and vehicles	5 to 25
Engineering structures	30 to 60
Roads and footbridges	20 to 80
Underground services	20 to 80

Amortization is charged commencing on the date the asset is acquired or available for use. Assets under construction are not amortized until the assets are available for use.

Donated or contributed tangible capital assets are recorded as revenue at the fair market value at the date of receipt.

##### Financial Instruments

The Town's financial instruments consist of cash and short-term deposits, accounts receivable, accounts payable, deposits, MFA loans and wages payable. The carrying amount of these financial instruments approximates their fair value because they are short term in nature or bear interest at market rates. Unless otherwise noted, it is management's opinion that the Town is not exposed to significant interest, currency or credit risks arising from these financial instruments.

## Town of Lake Cowichan

### Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2022

#### 1. Significant Accounting Policies (continued)

##### Future Payroll Obligations

The Town has adopted PS 3255 of the CPA Canada handbook which requires municipalities to recognize estimated sick leave benefits.

The Town provides sick leave to employees based on their banked sick time and to a maximum of six months of sick leave benefits for non-unionized staff.

The estimated sick leave liability has been calculated by management based on the following assumptions:

- annual inflation rate is 2% (2021 – 2%)
- discount rate is 3.45% (2021 – 3.45%)
- probability of compensated sick leave being used is 50% for management staff and 100% for public works and administration employees.

##### Use of Estimates

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Significant areas requiring the use of management estimates relate to the determination of accrued sick benefits, collectability of accounts receivable, provisions and contingencies. Amortization is calculated using estimated useful life of the tangible capital asset. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

##### Liability for Contaminated Sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Lake Cowichan is either directly responsible or accepts the responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2022.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2022, the Town has not recorded any liability for contaminated sites as no such sites exist.

## Town of Lake Cowichan

### Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2022

#### 1. Significant Accounting Policies (continued)

##### Recent Accounting Pronouncements

PS 3280 Asset Retirement Obligations, issued August 2018, establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets and is effective for the Town as of January 1, 2023. A liability will be recognized when, as at the financial reporting date:

- a) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) The past transaction or event giving rise to the liability has occurred;
- c) It is expected that future economic benefits will be given up; and
- d) A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

Management is in the process of assessing the impact of adopting this standard on the Town's financial results.

#### 2. Cash and Short-Term Deposits

The restricted statutory reserve funds include, but are not limited to, reserves that can only be used for expenses as permitted by the Development Cost Charges Bylaw and the relevant sections of the *Local Government Act or Community Charter*.

	<b>2022</b>	<b>2021</b>
General cash and short-term deposits	\$ 13,746,413	\$ 11,433,405
Restricted revenues	2,206,570	2,010,077
Capital reserves	2,008,996	2,826,504
	<hr/> 17,961,979	<hr/> 16,269,986

#### 3. Accounts Receivable

	<b>2022</b>	<b>2021</b>
Property taxes	\$ 411,157	\$ 347,246
Water trade receivables	57,325	49,759
Sewer trade receivables	75,542	42,942
Other	320,399	139,494
	<hr/> 864,423	<hr/> 579,441

**Town of Lake Cowichan**

**Notes to the Consolidated Financial Statements**

**For the Year Ended December 31, 2022**

**4. Accounts Payable**

	<b>2022</b>	<b>2021</b>
Trade accounts and accrued liabilities	\$ 739,026	\$ 341,022
Regional and local governments	42,383	23,850
	781,409	364,872

**5. Future Payroll Obligations**

	<b>2022</b>	<b>2021</b>
Vacation leave accrual	\$ 316,314	\$ 302,083
Sick leave payable	85,314	83,597
	401,628	385,680

Total sick leave paid out during the year amounted to \$54,298 (2021 - \$32,975).

**6. Deferred Revenues and Deposits**

	<b>2022</b>	<b>2021</b>
Prepaid property taxes and utilities	\$ 166,908	\$ 139,862
Developers' deposits	527,856	520,141
Other deposits and unearned revenues	38,820	28,371
	733,584	688,374

**7. Community Works Fund**

	<b>2022</b>	<b>2021</b>
Balance, beginning of year	\$2,498,243	\$2,103,966
Funds received	199,862	390,841
Funds expended	(1,470,588)	-
Interest earned	53,528	3,436
Balance, end of year	1,281,046	2,498,243

Transfer of Federal Gas Tax Revenues is provided by the Government of Canada. Gas tax funds received may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the Community Works Fund agreement administered by the Union of British Columbia Municipalities.

**Town of Lake Cowichan**

**Notes to the Consolidated Financial Statements**

**For the Year Ended December 31, 2022**

**8. Restricted Revenues**

	<b>2022</b>	<b>2021</b>
Land acquisition	\$ 105,168	\$ 103,173
Parkland dedication	166,669	145,598
Road development charge	519,958	469,951
Sewer development charge	303,667	278,206
Water development charge	1,111,108	1,013,149
	2,206,570	2,010,077

**9. Municipal Finance Authority Loans**

	Monthly Payment	Expiry Date	<b>2022</b>	<b>2021</b>
Fire hall	\$10,706	Sept. 30, 2023	\$ 87,667	\$ 212,994
Fire truck #6	3,998	Sept. 30, 2024	77,785	123,444
			165,452	336,438
Principal payments:	2023	132,805		
	2024	32,647		
		165,452		

Interest on loans is charged at a variable rate that is based on the CDOR rate (Canadian dollar offered rate). The variable rate is set periodically by MFA and at December 31, 2022 was 4.04% (2021 – 0.96%). Interest paid on the loans during the year amounted to \$5,357 (2021 - \$4,050).

**Town of Lake Cowichan**  
**Notes to the Consolidated Financial Statements**  
**For the Year Ended December 31, 2022**

**10. Tangible Capital Assets**

	Opening Balance	Additions	Transfers Disposals	Closing Balance	Opening Accumulated Amortization	Amortization	Transfers Disposals	Closing Accumulated Amortization	2022 Net Book Value	2021 Net Book Value
Land	\$ 5,343,554	-	-	\$ 5,343,554	-	-	-	-	\$5,343,554	\$5,343,554
Land improvements	2,092,390	-	-	2,092,390	359,748	93,373	-	453,121	1,639,269	1,732,642
Buildings	5,396,618	89,950	-	5,486,568	3,357,413	155,235	-	3,512,648	1,973,920	2,039,205
Equipment and vehicles	4,828,036	157,702	-	4,985,738	2,400,498	287,131	-	2,687,629	2,298,109	2,427,538
Engineering structures	12,154,124	-	-	12,154,124	1,615,293	378,950	-	1,994,243	10,159,881	10,538,831
Roads and services	8,343,670	152,096	8,230	8,503,996	3,226,816	191,375	-	3,418,191	5,085,805	5,116,854
Underground services	8,219,743	53,339	-	8,273,082	3,102,824	166,343	-	3,269,167	5,003,915	5,116,919
Construction in Progress	728,321	2,044,467	(8,230)	2,764,558	-	-	-	-	2,764,558	728,321
	47,106,456	2,497,554	-	49,604,010	14,062,592	1,272,407	-	15,334,999	34,269,011	33,043,864

**Town of Lake Cowichan**

**Notes to the Consolidated Financial Statements**

**For the Year Ended December 31, 2022**

**11. Accumulated Surplus**

The accumulated surplus consists of surpluses and reserves as shown below:

<b>Surpluses</b>	<b>2022</b>	<b>2021</b>
Invested in capital assets	\$34,103,559	\$32,707,426
Operating surplus	11,577,066	8,252,217
	<u>45,680,625</u>	<u>40,959,643</u>
<b>Reserves</b>		
Capital equipment	3,948	3,874
Covid Restart Grant* (See details below)	261,708	420,879
Fire equipment	189,363	187,263
Fire Hall	318,512	312,468
Municipal Hall	265,229	1,061,002
Public Works equipment	773,775	664,035
Parks Capital Improvement	34,113	28,379
Snow Removal	45,696	34,166
Transportation - Roads	106,056	104,043
Sewer General	1,790	1,756
Water General	8,806	8,639
	<u>2,008,996</u>	<u>2,826,504</u>
	<u>47,689,621</u>	<u>43,786,147</u>

<b>*Covid Restart Grant</b>	<b>2022</b>	<b>2021</b>
Opening balance	\$ 420,879	\$ 695,590
Interest earned	8,165	1,048
Covid expenses	(87,336)	(75,759)
Revenue shortfall Cowichan Lake Education Centre	(80,000)	(200,000)
Ending Balance	<u>261,708</u>	<u>420,879</u>

**Town of Lake Cowichan**

**Notes to the Consolidated Financial Statements**

**For the Year Ended December 31, 2022**

**12. Commitments and Contingencies**

**a.) Pension Liability**

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021 indicated a \$3.761 billion funding surplus for the basic pension benefits on a going concern basis.

The Town of Lake Cowichan paid \$86,091 (2021 - \$97,121) for employer contributions while employees contributed \$79,618 (2021 - \$85,432) to the Plan in fiscal 2022.

The next valuation will be as at December 31, 2024 with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

**b.) Contingent Liability**

There were outstanding claims made against the Town of Lake Cowichan as at December 31, 2022 for incidents that arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

**Town of Lake Cowichan**

**Notes to the Consolidated Financial Statements**

**For the Year Ended December 31, 2022**

**12. Commitments and Contingencies (continued)**

**c.) Reciprocal Insurance Exchange Agreement**

The Municipality is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement, the Municipality is assessed a premium and specific deductible for its claims based on population. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The Municipality irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other Subscribers against liability losses and costs which the other Subscribers may suffer.

**13. Funds Held in Trust**

These funds account for assets that must be administered as directed by statute and are for the columbaria constructed in 2018. In accordance with PSAB recommendations on financial statement presentation for local governments, trust funds are not included in the Town's Consolidated Financial Statements. A summary of these assets is shown below:

	<b>2022</b>	<b>2021</b>
Cash held in trust	\$ 7,718	\$ 5,465
Care Fund equity	7,718	5,465

**14. Budget Amounts**

Financial Plan Bylaw 1073-2022 was adopted by Council on April 26, 2022. The Financial Plan is prepared on a cash basis with anticipated capital expenditures rather than amortization. Transfers to and from reserves and surplus are treated as revenue or expense. The financial plan is the basis for the budget figures presented in these financial statements. Below is a reconciliation of the surplus on the financial plan to the surplus on the consolidated financial statements as presented:

	<b>General Fund</b>	<b>Sewer Utility</b>	<b>Water Utility</b>	<b>Consolidated Funds</b>
Financial Plan Bylaw surplus	\$ -	\$ -	\$ -	\$ -
Transfers to (from) surplus	2,750	63,000	(54,100)	11,650
Add: Capital expenditures	3,996,000	450,000	381,000	4,827,000
Add: Principal debt repayments	170,900	-	-	170,900
Less: Transfers from reserve funds	(1,140,000)	-	-	(1,140,000)
<b>Adjusted Annual Surplus</b>	<b>3,029,650</b>	<b>513,000</b>	<b>326,900</b>	<b>3,869,550</b>

## Town of Lake Cowichan

### Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2022

#### 15. Consolidated Segment Reporting

The Town of Lake Cowichan provides a variety of services to its residents. The segment disclosures reported on Schedules V and VI, are grouped and reported under services areas/departments that are responsible for the provision of services. They are as follows:

**General Government** – comprises of all administrative services including corporate administration, planning and zoning, property tax and utility levies and all aspects of financial services and reporting.

**Protective Services** – includes fire and rescue, building inspection, bylaw enforcement and emergency and public health services.

**Public Works/Transportation** – comprises of general public works, roads and construction, storm drainage, facility management, fleet operations and engineering planning.

**Garbage and Recycling** – provision of residential curbside garbage collection and recycling services.

**Parks and Recreation** – includes the planning, management and maintenance of parks, trails and green spaces and includes the operations of Lakeview Park Campground and the Cowichan Lake Education Centre.

**Sewer/Water Services** – comprises of planning, design, construction, operations and maintenance of the Town's infrastructure of water distribution and sewer collection systems.

**Reserve Funds** – reports interest income on reserve funds.

#### 16. Comparative Amounts

The prior years' figures have been restated, where applicable, to conform to the current presentation.

**Town of Lake Cowichan**  
**For the Year Ended December 31, 2022**

**Schedule I**

**Taxation and Grants-in-Lieu of Taxes**

	Budget		
	2022	2022	2021
Property taxes	\$ 2,398,980	\$ 2,401,670	\$ 2,289,015
Utilities	49,500	50,227	49,262
Federal Grants-in-lieu	6,500	6,420	6,822
	2,454,980	2,458,317	2,345,099
<b>Collections for other Governments</b>			
British Columbia Assessment Authority	36,640	36,680	29,987
Cowichan Valley Regional District	1,361,456	1,361,456	1,223,153
Municipal Finance Authority	201	202	141
Police Tax Levy	199,950	200,181	187,756
Regional Hospital District	380,321	380,321	339,808
School Tax Levy	1,326,085	1,326,802	1,158,430
Vancouver Island Regional Library	163,581	163,581	155,218
	3,468,234	3,469,223	3,094,493
Total Property Taxes and Collections	5,923,214	5,927,540	5,439,592
Less: transfers to other Governments	3,468,234	3,469,223	3,094,493
Net Taxation Revenue	2,454,980	2,458,317	2,345,099

**Town of Lake Cowichan**  
**For the Year Ended December 31, 2022**  
**Schedule II**

**Government Grants and Transfers**

	<b>Budget</b>		
	<b>2022</b>	<b>2022</b>	<b>2021</b>
Small Community Protection Grant	\$ 510,000	\$ 639,000	\$ 509,000
Other	1,900	1,822	1,937
	<u>511,900</u>	<u>640,822</u>	<u>510,937</u>

**Grants and Other**

Active Transportation Grant	-	-	23,788
Climate Action	-	66,082	-
Community Works Funds	1,560,000	1,470,588	-
CRI Firesmart Community Funding	89,871	136,655	58,982
Destination BC	15,000	15,000	10,000
Emergency Operations Centre	25,000	-	-
Other	-	5,500	-
Province of BC	99,999	122,829	6,855
Poverty Reduction Grant	-	25,000	24,700
Stormwater Planning Grant	10,000	-	-
Summer Student Grant	-	2,005	15,821
	<u>1,799,870</u>	<u>1,843,659</u>	<u>140,146</u>

**Town of Lake Cowichan**  
**For the Year Ended December 31, 2022**  
**Schedule III**

**Sales of services**

	<b>Budget</b>		
	<b>2022</b>	<b>2022</b>	<b>2021</b>
<b>GENERAL REVENUE FUND</b>			
Garbage fees	\$ 418,000	\$ 442,310	\$ 415,514
Cowichan Lake Education Centre	216,000	350,111	232,768
Lakeview Park fees	231,000	239,078	247,442
CVRD fire protection	331,000	348,898	330,670
Fire service	-	1,471	5,187
Wildfire Recoveries	-	100,358	171,549
Administration recoveries	3,300	3,528	3,348
Public Works revenues	-	17,594	35,630
Lease revenues	65,000	64,809	64,807
Penalties and interest on taxes	60,000	72,892	73,313
	<b>1,324,300</b>	<b>1,641,049</b>	<b>1,580,228</b>
<b>Licences and Permits</b>			
Business licences	19,500	20,675	19,900
Building permit and fees	44,000	145,768	132,828
Dog licences and fines	2,700	3,170	2,690
Other	26,700	62,983	54,554
	<b>92,900</b>	<b>232,596</b>	<b>209,972</b>
<b>WATERWORKS UTILITY REVENUE FUND</b>			
User fees	685,000	697,623	653,731
Parcel tax	537,300	537,600	351,600
Penalties and interest	5,000	5,162	5,194
Connection and service charges	6,000	137,338	46,168
	<b>1,233,300</b>	<b>1,377,723</b>	<b>1,056,693</b>
<b>SEWER UTILITY REVENUE FUND</b>			
User fees	565,000	575,157	538,687
Parcel tax	438,000	438,000	257,850
Penalties and interest	4,000	4,187	4,112
Connection and service charges	4,000	99,545	21,510
	<b>1,011,000</b>	<b>1,116,889</b>	<b>822,159</b>
	<b>3,661,500</b>	<b>4,368,257</b>	<b>3,669,052</b>

**Town of Lake Cowichan**  
**For the Year Ended December 31, 2022**

**Schedule IV**

**Parks and Recreational Services Expenses**

	<b>Budget</b>		
	<b>2022</b>	<b>2022</b>	<b>2021</b>
<b>GENERAL REVENUE FUND</b>			
Cowichan Lake Education Centre	\$ 359,700	\$ 475,832	\$ 406,691
Information Centre	53,400	39,557	36,911
Lakeview Park	224,800	226,453	222,520
Parks and playgrounds	226,000	350,155	325,590
Buildings and other	34,000	26,409	36,373
	897,900	1,118,406	1,028,085

**Town of Lake Cowichan**  
**For the Year Ended December 31, 2022**  
**Schedule V**

**Consolidated Segment Disclosures**

	General Government	Protective Services	Public Works Transportation	Garbage & Recycling	Parks and Recreation	Sewer Services	Water Services	Reserve	2022 Consolidated	2022 Budget
<b>REVENUE</b>										
Taxation & grants in lieu of taxes	\$ 2,458,317	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,458,317	\$ 2,454,980
Government grants and transfers	640,822	-	-	-	-	-	-	-	640,822	511,900
Utility charges and parcel taxes	-	-	-	442,310	-	1,013,157	1,235,223	-	2,690,690	2,337,200
Services and fees	383,174	450,727	17,594	-	589,189	99,545	137,338	-	1,677,567	1,324,300
Interest and penalties	196,903	-	-	-	-	4,187	5,162	55,447	261,699	17,000
Grants	1,567,170	136,655	122,829	-	17,005	-	-	-	1,843,659	1,799,870
	<u>5,246,386</u>	<u>587,382</u>	<u>140,423</u>	<u>442,310</u>	<u>606,194</u>	<u>1,116,889</u>	<u>1,377,723</u>	<u>55,447</u>	<u>9,572,754</u>	<u>8,445,250</u>
<b>EXPENSES</b>										
Administration	(281,700)	14,700	(226,000)	46,000	43,000	161,000	243,000	-	-	-
Audit and legal	28,526	-	-	-	-	-	-	-	28,526	66,000
Advertising, promotion and rebates	4,949	204	271	-	386	-	-	-	5,810	11,700
Conferences, travel and memberships	34,656	50,421	200	-	-	175	3,447	-	88,899	59,200
Contracted services	166,611	158,785	55,901	121,508	89,120	42,919	97,156	-	732,000	663,600
Discounts	-	-	-	28,640	-	43,710	53,272	-	125,622	119,000
Fuel	-	16,088	66,276	-	-	-	-	-	82,364	15,500
Insurance	115,017	9,736	23,630	-	158	-	-	-	148,541	135,600
Interest	3,693	5,357	-	-	-	-	-	-	9,050	9,500
Materials	40,960	169,699	65,927	4,748	211,954	38,744	82,277	-	614,309	539,950
Telephone	12,199	6,208	6,462	-	6,005	-	2,203	-	33,077	38,200
Utilities	3,149	49,024	93,497	-	65,610	37,847	74,536	-	323,663	328,700
Wages, benefits and equipment charges	612,305	310,560	208,686	211,875	518,618	120,489	222,479	-	2,205,012	2,588,750
	<u>740,365</u>	<u>790,782</u>	<u>294,850</u>	<u>412,771</u>	<u>934,851</u>	<u>444,884</u>	<u>778,370</u>	<u>-</u>	<u>4,396,873</u>	<u>4,575,700</u>
Amortization	10,440	185,941	366,849	-	183,555	110,689	414,933	-	1,272,407	-
<b>TOTAL EXPENSES</b>	<u>750,805</u>	<u>976,723</u>	<u>661,699</u>	<u>412,771</u>	<u>1,118,406</u>	<u>555,573</u>	<u>1,193,303</u>	<u>-</u>	<u>5,669,280</u>	<u>4,575,700</u>
<b>SURPLUS</b>	<u>4,495,581</u>	<u>(389,341)</u>	<u>(521,276)</u>	<u>29,539</u>	<u>(512,212)</u>	<u>561,316</u>	<u>184,420</u>	<u>55,447</u>	<u>3,903,474</u>	<u>3,869,550</u>

**Town of Lake Cowichan**

**For the Year Ended December 31, 2021**

**Schedule VI**

<b>Consolidated Segment Disclosures</b>	General Government	Protective Services	Public Works Transportation	Garbage & Recycling	Parks and Recreation	Sewer Services	Water Services	Reserve	2021 Consolidated	2021 Budget
<b>REVENUE</b>										
Taxation & grants in lieu of taxes	\$ 2,345,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,345,099	\$ 2,346,656
Government grants and transfers	510,937	-	-	-	-	-	-	-	510,937	507,900
Utility charges and parcel taxes	-	-	-	415,514	-	818,047	1,051,499	-	2,285,060	2,177,100
Sales of services and fees	278,127	507,406	35,630	-	480,209	-	-	-	1,301,372	828,859
Interest and penalties	88,688	-	-	-	-	4,112	5,194	4,540	102,534	50,000
Grants	55,343	58,982	-	-	25,821	-	-	-	140,146	3,649,199
Contributed capital assets	483,343	-	-	-	-	119,300	682,419	-	1,285,062	-
Other	(8,367)	-	-	-	-	5,297	-	-	(3,070)	-
	<b>3,753,170</b>	<b>566,388</b>	<b>35,630</b>	<b>415,514</b>	<b>506,030</b>	<b>946,756</b>	<b>1,739,112</b>	<b>4,540</b>	<b>7,967,140</b>	<b>9,559,714</b>
<b>EXPENSES</b>										
Administration	(277,000)	14,000	(224,000)	45,000	43,000	158,000	241,000	-	-	-
Audit and legal	49,225	-	-	-	-	-	-	-	49,225	65,000
Advertising, promotion and rebates	4,076	54	526	-	368	-	-	-	5,024	10,700
Conferences, travel and memberships	11,550	20,408	790	-	-	2,129	1,714	-	36,591	59,800
Contracted services	301,773	248,757	94,943	118,508	71,875	71,654	76,065	-	983,575	1,013,600
Discounts	-	-	-	26,931	-	40,898	50,013	-	117,842	111,000
Fuel	-	9,212	51,520	-	-	-	-	-	60,732	12,800
Insurance	99,221	8,794	27,869	-	200	-	-	-	136,084	114,400
Interest	3,230	4,050	-	-	-	-	-	-	7,280	9,600
Materials	44,388	187,414	78,085	4,716	139,196	25,659	39,343	-	518,801	454,450
Telephone	11,293	6,577	7,061	-	8,965	-	2,286	-	36,182	38,700
Utilities	2,920	32,259	85,821	-	58,544	34,275	65,302	-	279,121	346,100
Wages, benefits and equipment charges	591,654	248,006	252,227	215,611	512,274	148,218	240,848	-	2,208,838	2,420,150
	<b>842,330</b>	<b>779,531</b>	<b>374,842</b>	<b>410,766</b>	<b>834,422</b>	<b>480,833</b>	<b>716,571</b>	<b>-</b>	<b>4,439,295</b>	<b>4,656,300</b>
Amortization	10,440	176,560	327,522	-	193,663	104,906	400,375	-	1,213,466	-
<b>TOTAL EXPENSES</b>	<b>852,770</b>	<b>956,091</b>	<b>702,364</b>	<b>410,766</b>	<b>1,028,085</b>	<b>585,739</b>	<b>1,116,946</b>	<b>-</b>	<b>5,652,761</b>	<b>4,656,300</b>
<b>SURPLUS</b>	<b>2,900,400</b>	<b>(389,703)</b>	<b>(666,734)</b>	<b>4,748</b>	<b>(522,055)</b>	<b>361,017</b>	<b>622,166</b>	<b>4,540</b>	<b>2,314,379</b>	<b>4,903,414</b>

## 2022 Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approve all statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Tim McGonigle  
Mayor

Date June 27, 2023

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Joseph A. Fernandez  
Chief Administrative Officer

Date June 27, 2023

*Financial Information Regulation Schedule 1, Section 9(2)*

## Management's Responsibility for Financial Reporting

Management is responsible for the preparation and presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Council fulfills its responsibility for the consolidated financial statements principally through its Finance and Administration Committee. The Mayor and Council are responsible for reviewing the financial information prepared by management and discussing relevant matters with both management and the external auditors. The Finance and Administration Committee reviews the recommendations of the independent auditors for improvements to controls and, with the assent of Council, institute such improvements as are necessary to protect the viability of the Municipality.

MNP LLP, an independent firm of Chartered Accountants is appointed by the Mayor and Council to audit the accompanying financial statements. The external auditors have full and unrestricted access to all municipal records and both management and Council.

MNP LLP has audited the 2022 financial statements. Their report contains the following opinion "the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Lake Cowichan as at December 31, 2022 and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."



Joseph A. Fernandez  
Chief Administrative Officer



Ronnie Gill, CPA, CGA  
Director of Finance

Date June 23, 2023

**2022 Schedule of Debts**  
**For the Year Ended December 31, 2022**

As required by Financial Information Regulation Schedule 1, Sections 1 & 4, disclosure of the long-term debt is listed below:

<u>Municipal Finance Authority Debt:</u>	<u>Amount</u> <u>Outstanding</u>	<u>Interest</u> <u>Rate</u>	<u>Maturity Date</u>
Firehall/Ambulance Building	87,667	4.04	30/09/2023
Pumper 2019 Fire Truck	77,785	4.04	30/09/2024

*Financial Information Regulation Schedule 1, Section 1(1)(c)*

## 2022 Schedule of Guarantee and Indemnity Agreements

For the Year Ended December 31, 2022

The Town of Lake Cowichan has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation. (Financial Information Regulation, Schedule 1, Sections 1 & 5).

*Financial Information Regulation Schedule 1, Section 1(1)(d)&(5)*

## 2022 Schedule of Council Remuneration and Expenses

Name	Position	Remuneration	Expense	Totals
		<i>Financial Compensation</i>	<i>Travel, Conferences and Other</i>	
Tim McGonigle	Mayor	16,742.32	7,366.39	24,108.71
Carolyn Austin	Councillor	15,009.00	7,400.89	22,409.89
Bob K. Day	Mayor	20,681.00	4,264.17	24,945.17
Aaron Frisby	Councillor	2,600.00	236.89	2,836.89
Kristine Sandhu	Councillor	15,009.00	8,053.45	23,062.45
Lorna Vomacka	Councillor	15,009.00	2,798.83	17,807.83
<b>Totals</b>		<b>85,050.32</b>	<b>30,120.62</b>	<b>115,170.94</b>

*Financial Information Regulation Schedule 1 Section 6(2)(a)*

## 2022 Schedule of Staff Remuneration and Expenses

Name	Position	Remuneration	Expense	Totals
		<i>Financial Compensation</i>	<i>Travel, Conferences and Other</i>	
Joseph Fernandez	Chief Admin. Officer	143,572.13	632.79	144,204.92
Ronnie Gill	Director of Finance	106,666.45	1,028.97	107,695.42
Jasbir Sandhu	Superintendent	104,073.18	6,225.00	110,298.18
Dalton Smith	CLEC Manager	90,207.25	-	90,207.25
Dave Campbell	Public Works Cat. 3	92,991.40	559.47	93,550.87
Terry McMahon	Public Works Cat. 3	96,335.59	1,016.95	97,352.54
All other employees	Under \$75,000	950,230.38	1,250.00	951,480.38
<b>Total Staff Remuneration</b>		<b>1,584,076.38</b>	<b>10,713.18</b>	<b>1,594,789.56</b>
<b>Council Remuneration</b>		<b>85,050.32</b>	<b>30,120.62</b>	<b>115,170.94</b>
<b>Staff Remuneration</b>		<b>1,584,076.38</b>	<b>10,713.18</b>	<b>1,594,789.56</b>
<b>Totals</b>		<b>1,669,126.70</b>	<b>40,833.80</b>	<b>1,709,960.50</b>

*Financial Information Regulation Schedule 1 Section 6(2)(b)&(c)*

## **Schedule of Severance Agreements**

**For the Year Ended December 31, 2022**

There were no severance agreements made between the Town of Lake Cowichan and its non-unionized employees during the fiscal year 2022.

*Financial Information Regulation Schedule 1 Section 6(7)(a)&(b)*

## Schedule of Suppliers of Goods and Services for 2022

Name	Amount
0697413 BC Ltd.	210,624
Aon Reed Stenhouse Inc.	111,319
B&C Food Distributors	29,163
BC Assessment Authority	36,731
BC Hydro & Power Authority	292,574
Berthiaume, Travis & Murray, Liam	47,381
Bjk Architecture Inc.	60,234
Cida Holdings	31,180
Copcan Civil LP	1,486,184
Cowichan Valley Regional District	1,826,117
Duncan Paving Ltd	143,908
Element Development Inc No Bc0731566	239,049
Goadvice Engineering Inc.	30,870
Guillevin International	55,778
Herold Engineering Limited	67,938
Iconix Waterworks Ltd. Partnership	35,674
Island Chevrolet Buick GMC	96,146
Jaykar Holdings Ltd.	86,316
Knott, Doug	28,693
Lake Cowichan Fire Department	27,526
Leuco Construction Inc	79,034
Minister Of Finance & Corp. Relations	34,500
Ministry of Provincial Revenue School	430,583
Municipal Insurance Assoc of B.C.	28,773
Municipal Pension Plan	166,105
Phillips Custom Paint	29,680
Receiver General for Canada Payroll	427,536
Royal Bank Visa	57,557
Social Planning Cowichan	26,250
Spoonz Excavating Inc	43,995
Strathcona Forestry Consulting	36,213
Super Save Enterprises Ltd.	66,383
Swing Time Distributors Ltd.	44,822
Symon, Margaret	28,693
Sysco Victoria	36,279
Triosh Cont. Ltd	101,036
United Steelworkers Local 1-1937	26,031
Urban Systems	34,628
Van HEMERT, JAMES	27,385
Vancouver Island Regional Library	163,581
W.E. Consultants & Benefit Services Ltd.	30,256
Waste Connections of Canada Inc.	45,346

Continued:

Name	Amount
WESTLAND INSURANCE	30,345
WORKERS COMPENSATION BOARD	61,964
WSP CANADA INC.	29,530
Payments Made (Vendors Over \$25000)	7,029,910
Miscellaneous Payments (\$25000 and Under)	1,261,206
<b>TOTAL Payments</b>	<b>8,291,116</b>

*Financial Information Regulation  
Schedule 1 Section 1(1)(f) &  
Sections 7(1)(a) and 7(1)(b)*

2018-07-26 10:00:00 AM

**Financial Information Act**  
**Financial Information Regulation (FIR), Schedule 1**

**Statement of Financial Information (SOFI)**  
**Index to FIR Schedule 1 and the Checklist**

**Page 1: Corporation Information**

**Ministry Information**

**General: Section One**

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

**Page 2: Statement of Assets & Liabilities: Section Two**

- 2 Balance sheet
- Changes in equity and surplus or deficit

**Operational Statement: Section Three**

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

**Statement of Debts: Section Four**

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

**Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five**

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six**

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required

**Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)**

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

**Page 4: Schedule of Suppliers of Goods or Services: Section Seven**

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

**Page 5: Inactive Corporations: Section Eight**

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

**Approval of Financial Information: Section Nine**

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

**Access to the Financial Information: Section Ten**

- 10(1) to (3) [Explanatory information for reference]

## Financial Information Regulation, Schedule 1

### Checklist – Statement of Financial Information (SOFI)

**For the Corporation:**

Corporate Name: Town of Lake Cowichan Contact Name: Ronnie Gill, CPA, CGA  
 Fiscal Year End: December 31, 2022 Phone Number: 250-749-6681  
 Date Submitted: \_\_\_\_\_ E-mail: rgill@lakecowichan.ca

**For the Ministry:**

Ministry Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Deficiencies: Yes  No   
 Date Reviewed: \_\_\_\_\_ Deficiencies Addressed: Yes  No   
 Approved (SFO): \_\_\_\_\_ Further Action Taken: \_\_\_\_\_

Distribution: Legislative Library  Ministry Retention

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consolidated Statement of Financial Position included in audited financial statements (f/s)
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consolidated Statement of Operations and Accumulated Surplus included in f/s
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No guarantee and indemnity agreements
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consolidated financial statements prepared
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in consolidated financial statements

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>• A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>• Show changes in equity and surplus or deficit due to operations</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consolidated statement of financial position prepared in accordance with Canadian Public Sector and Accounting Standards  On consolidated statement of operations and accumulated surplus
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>• a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>• a Statement of Changes in Financial Position</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consolidated statement of operations  Consolidated statement of cash flows
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>• The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>• The omission must be explained in the notes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consolidated statement of cash flows included in financial statements
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to Schedule of Debts
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Refer to Schedule
5 (2)	State the entities involved, and the specific amount involved if known	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2022 Schedule of Council Remuneration and expense
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2022 Schedule of Staff Remuneration and expenses
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedules are prepared on a cash basis. The financial statements are prepared on an accrual basis with sick accrual, banked time and vacation accruals. Financial statements also include employer costs such as WCB, health tax etc.
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>• the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>• the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None - refer to schedule
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None - refer to schedule
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to schedule
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to schedule
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be differences due to year end adjustments, amortization, accruals, equipment allocations and charges of overhead and administration fees.
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to schedule 2 of the consolidated financial statements

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Inactive Corporations</b>					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Approval of Financial Information</b>					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Town of Lake Cowichan is a municipality
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management's responsibility for financial reporting
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	